

General Features

- Tracks purchase orders from entry to fulfillment, providing a complete detailed history for better purchasing decisions.
- Maintains purchase order history, including ordered and received items, while automatically updating Inventory Control for precise inventory tracking.
- Allows detailed comments and nonstock items to be added to purchase orders, providing better communication with your vendor and facilitating more accurate purchase order receipts.
- Creates new purchase orders by copying a purchase order for a similar order on file for the same vendor or a different vendor.
- Ensures you have adequate stock on hand to meet your needs with the Automatic Purchase Order feature, which generates purchase orders based on inventory stock levels.
- Creates one or more purchase orders from a Sales Order, improving productivity and order accuracy.
- Supports drop-ship orders to customers or vendors and permits the selection of a saved ship-to address to expedite data entry.
- Permits entire purchase orders to be canceled or deleted or specific line items can be deleted while leaving the rest of the purchase order intact.
- Saves you time by letting you add accounts payable vendors and inventory parts on the fly during purchase order entry.
- Easily accommodates purchase order returns as well as the cost adjustment of items already received into inventory.
- Processes zero-cost purchase orders to accommodate internal requisition of inventory items.
- Allows purchase order forms to be customized and can even simultaneously maintain multiple purchase order styles to accommodate the different needs of your larger vendors.
- Optionally prints the vendor's part number on the purchase order for more accurate inventory fulfillment.
- Records and tracks purchase orders by warehouse or location.
- Eliminates time wasted running lengthy reports to access specific information on a particular purchase order. The Purchase Order Inquiry option provides highly detailed information, including product images.
- Saves time by sending purchase orders using e-mail, ensuring timely delivery of key inventory items.
- Performs Part and Vendor Inquiries on the fly during Purchase Order Entry, which is particularly helpful during price negotiation.
- Automatically accesses vendor information in the Accounts Payable module, so you can use information you already have on file.
- In addition, the module lets you add new vendors on the fly.

Purchase Order Receipts

- Accommodates partial shipments during Purchase Order Receipts. Items not received can be left open or can be canceled on the fly, saving time.
- Easily corrects data entry errors by allowing a line-item cost to be overridden during Purchase Order Receipts.
- Automatically posts Accounts Payable invoices when purchase orders are received.

Reporting Capabilities

- Keeps you informed by providing various reports concerning the status of a purchase order.
- Order Recommendation report lets you make informed purchasing decisions without overstocking slow-moving items.
- Clearly displays profit margin as well as purchase order information for your vendors on various inventory management reports.
- Creates straightforward reports with an intuitive, wizard-driven Custom Reports option.
- Additional report writing tools are available for more complex reporting needs.
- Allows user-defined Report Groups to be set up to batch print.

The Premier Provider of Effective Business Software Solutions
LLC

National Presence Local Touch

Sage Software Business Partner of the Year

Regional Headquarters

Orange County, California 23161 Mill Creek Drive, Ste. 200 Laguna Hills, California 92653 Phone: (949) 583.9500 Toll Free: (800) 425.9843 Fax: (949) 583.0649	Atlanta, Georgia 1100 Johnson Ferry Road, Ste. 450 Atlanta, Georgia 30342 Phone: (404) 841.6240 Toll Free: (800) 455.1368 Fax: (404) 841.6243
--	--

www.blytheco.com solutions@blytheco.com

Complete Sage Software Solutions
Sage MAS 500 - Sage MAS 200 - Sage MAS 90
Sage BusinessWorks - Sage SalesLogix CRM - ACT! by Sage
Sage ABRA HRMS - Sage FAS - Sage MIP Fund Accounting & Fundraising

Offices in these cities:
ATLANTA COLUMBIASC COLUMBUSOH DALLASTX DENVERCO
GREENVILLESC LOS ANGELESCA MINNEAPOLISMN ORANGE COUNTYCA TAMPAFL

2550 Warren Drive | Rocklin, CA 95677 | 800-447-5700

www.SageBusinessWorks.com | www.SageNorthAmerica.com

